

## Payroll Threshold Report

<b>ZHR_RPTPYN09</b>
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### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/25/06	Emilie Miller	Create
1/30/06	Sherrie Sibbett	Alter in order to produce report results.

### Purpose

Use this procedure to run and view the Payroll Threshold Report. This report is used to view payroll information after a simulation has been run or after payroll has been released for corrections by DOP.

### Trigger

Perform this procedure when you need to verify payroll information or you would like to ensure that employees are set up correctly with payroll master data.

### Prerequisites

None

### Menu Path










None

### Transaction Code

ZHR\_RPTPYN09

### Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure

1. Start the transaction using the transaction code **ZHR\_RPTPN09**.

### Payroll Threshold Report

The screenshot shows the SAP Payroll Threshold Report (ZHR\_RPTPN09) initial screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into three sections: 'Further selections', 'Selections', and 'Infotype Selections'. The 'Further selections' section has a 'Period' tab with fields for 'Period' (start and end dates), 'End of in-period', 'End of for-period', 'Payday', and 'Payroll type'. The 'Selections' section has fields for 'Personnel number', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'. The 'Infotype Selections' section has checkboxes for 'Arrears', 'Claims', 'Net Pay < 0', 'Gross Pay < 0', 'Working Hours = 0', 'Deductions Not Taken', 'Cost Dist Hrs > Available Hrs', 'Net Pay Exceed Limit', 'Retroactive Pay Exceed Limit', and 'Wage Types Exceeding Limit'. There are also input fields for 'Net Pay Exceed Limit' and 'Retroactive Pay Exceed Limit' with green arrows indicating they are active. A 'Wage Type Checks' button is at the bottom right of the 'Infotype Selections' section. The status bar at the bottom shows 'RT0 (1) (510)' and 'ssvaphrtedci OVR'.

2. Click  .



You can also search on the initial screen by **Period** or **Payroll Type**.

3. As required, complete/review the following fields:

Field Name	R/O/C	Description
Payroll Area	R	<b>Example:</b> 11

4. Click ☐ Other periods .

5. As required, complete/review the following fields:

Field Name	R/O/C	Description
Other periods	R	<b>Example:</b> 2 / 2004

6. Click ☐ In-period view .



Searching by **In-period view** selects the last day of a period. If the last day of a payroll period falls under the selection range, all data from that period is retrieved.

7. As required, complete/review the following fields depending on your selection criteria.

Field Name	R/O/C	Description
Personnel number	O	<b>Example:</b> Blank
Personnel area	O	<b>Example:</b> 1500 (General Administration)
Personnel subarea	O	<b>Example:</b> Blank
Employee group	O	<b>Example:</b> Blank
Employee subgroup	O	<b>Example:</b> Blank
Net Pay Exceeds Limit	0	<b>Example:</b> Check this box
Amount	0	<b>Example:</b> 1,400.00

8. Click the box next to the checkbox of each selection you would like to search in the Infotype Selections Area. See the HRMS Payroll and Reports Training Guide or the Financial Reporting Training Guide for more details on each option.

9. Click (**Execute**) to view the report.

## **Payroll Threshold Report**

**Note: Results are shown here in two screenshots, left side of page, then far right.**

**Title: Payroll Threshold Report**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

SAP

**Payroll Threshold Report**

State of Washington  
Payroll Threshold Check

Program: ZHR\_RPTPN09  
User: TRAINING750  
Date: 03/13/2006  
Period: 01/01/2004 thru 01/15/2004

Per...	Personnel Area Desc.	Per...	Personnel Subare...	Person ...	Person Group Desc	Person S...	Person Subgroup Desc	Status	Employee...	Emplo...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5816	Couch
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5817	Goodm...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5818	Kidd B...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5819	Meier L...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5821	Margau ...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5822	Wibert...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5823	Wilson ...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5824	Peters ...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5825	Thoma...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5826	Stone J...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5827	Virelli E...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5828	Hale O...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5829	Yost Li...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5830	Stickels...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5831	Dunes ...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5832	Dunst...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5833	Rourke ...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5834	Kelly C...
1500	General Administration	0001	Non Represented	0	Permanent	01	Monthly(M) OT Exempt	3	5835	Lewis R...

SAP

**Payroll Threshold Report**

State of Washington  
Payroll Threshold Check

Program: ZHR\_RPTPN09  
User: TRAINING750  
Date: 03/13/2006  
Period: 01/01/2004 thru 01/15/2004

Employee...	Employee...	Org Unit	Org Unit t...	Hours	Rate	Amount	Wage Ty...	Wage Type Text	...	Limit	Message
5816	Couch B...			0.00	0.00	2,458.60	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5817	Goodma...			0.00	0.00	1,407.57	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5818	Kidd Bob			0.00	0.00	1,580.38	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5819	Meier Llg...			0.00	0.00	1,407.57	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5821	Margau ...			0.00	0.00	1,580.38	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5822	Wibert J...			0.00	0.00	1,407.57	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5823	Wilson H...			0.00	0.00	1,580.38	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5824	Peters S...			0.00	0.00	1,407.57	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5825	Thomas ...			0.00	0.00	1,693.04	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5826	Stone Je...			0.00	0.00	1,508.33	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5827	Virelli ELL...			0.00	0.00	1,693.04	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5828	Hale Os...			0.00	0.00	1,508.33	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5829	Yost Lisa			0.00	0.00	1,693.04	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5830	Stickels ...			0.00	0.00	1,508.33	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5831	Dunes S...			0.00	0.00	1,693.04	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5832	Dunst Br...			0.00	0.00	1,693.04	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5833	Rourke T...			0.00	0.00	1,508.33	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5834	Kelly Ch...			0.00	0.00	1,693.04	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit
5835	Lewis R...			0.00	0.00	1,508.33	/560	Amount paid		1,400.00	Net Amount Greater Than Acceptable Limit

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Reference Number:

10. View data as desired.
11. You have completed this transaction.

#### **Result**

You have run and viewed the Payroll Threshold Report.

#### **Comments**

Please note: This report will only bring back information after payroll has been run.